

Obtained from O/P on
30 March 1962

Memo to Recruiters dated 31 January 1962

O/P Memo No. 20-410-26 Clerical In-Hiring-Rates

GS-3 Clerk - High School graduate with satisfactory score
in General Agency Tests

GS-4 Clerk - High School graduate, satisfactory score, plus
one year general clerical experience.

GS-3 Clerk - High School graduate with satisfactory typing tests.

GS-4, Clerk-Typist - High School, general test, typing, plus 1 year
general office Clerical Tests

As of Monday, 10:00 AM, 20 March 1962 cannot process applicants
over 32 years of age unless they have sufficient Government
Service for retirement at 62.

Three test, Intellectual, Typing, and Shorthand.
No Intellectual required if:

College graduate
2 years Junior College
Completion of Sophomore year.